EXHIBIT AA

Date Range: 04/13/2020 - 09/04/2020 and Employee Effective As Of : 12/07/2020 Company Code: FH0

4	st Na	σ e	<u>First Name</u>		<u>Positio</u>	blD	在新聞歌展開發的電影響
	Date	e In	Time in - Out	Hours	Pay Code	Worked Department	Worked Cost Center
Ġ	tfryd		Elka		FH0012	236	
P	Mon	04/13/2020	08:30 AM - 04:00 PM	7,00		868400	
Р	Tue	04/14/2020	08:30 AM - 03:30 PM	7.00	PAID FURLOUGH	868400	
P	Wed	04/15/2020	08;30 AM - 04:00 PM	7.00		868400	
P	Thu	04/16/2020	08:30 AM - 03:30 PM	7.00	PAID FURLOUGH	868400	
P	Fri	04/17/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Mon	04/20/2020	08:30 AM - 04:00 PM	7.00		868400	
Э	Tue	04/21/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Wed	04/22/2020	08:30 AM - 04:00 PM	7,00		868400	
P	Thu	04/23/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Fri	04/24/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Mon	04/27/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Tue	04/28/2020	08:30 AM - 04:00 PM	7.00		868400	
Р	Wed	04/29/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Thu	04/30/2020	08:30 AM - 04:00 PM	7.00		868400	
Р	Fri	05/01/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Mon	05/04/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	
P	Tue	05/05/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	
P	Wed	05/06/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	
b	Thu	05/07/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Fri	05/08/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Mon	05/11/2020	08:30 AM - 04:00 PM	7.00		868400	
Ρ	Tue	05/12/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Wed	05/13/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Thu	05/14/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Fri	05/15/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Mon	05/18/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Tue	05/19/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Wed	05/20/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Thu	05/21/2020	08:30 AM - 04:00 PM	7.00		868400	
Ρ	Fri	05/22/2020	08:30 AM - 04:00 PM	7,00		868400	
P	Mori	05/25/2020	08:30 AM - 03:30 PM	7.00	HOLIDAY	868400	
Р	Tue	05/26/2020	08:30 AM - 04:00 PM	7,00		868400	
P	Wed	05/27/2020	08:30 AM - 04:00 PM	7.00		868400	
Ρ	Thu	05/28/2020	08:30 AM - 04:00 PM	7,00		868400	
F	Fri	05/29/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Mon	06/01/2020	08:30 AM - 04:00 PM	7.00		868400	

ADP

Prepared On: 12/07/2020 09:42:20 AM

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Date Range: 04/13/2020 - 09/04/2020 and Employee Effective As Of : 12/07/2020 Company Code: FH0

异	st Nar	n(e)	<u>First Name</u>		<u>Position</u>	<u> </u>	
	Date	e In	Time In - Out	Hours	Pay Code	Worked Department	Worked Cost Center
G	otfryd		Elka		FH0012	236	
P	Tue	06/02/2020	08:30 AM - 04:00 PM	7.00		868400	
Ρ	Wed	06/03/2020	08:30 AM - 04:00 PM	7.00		868400	
Р	Thu	06/04/2020	08;30 AM - 04;00 PM	7.00		868400	
Ρ	Fri	06/05/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Моп	06/08/2020	08:30 AM - 04:00 PM	7.00		868400	
Ρ	Tue	06/09/2020	08:30 AM - 04:00 PM	7.00		868400	
Ρ	Wed	06/10/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Thu	06/11/2020	08:30 AM - 04:00 PM	7,00		868400	
P	Fri	06/12/2020	08:30 AM - 04:00 PM	7,00		868400	
p	Mon	06/15/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Tue	06/16/2020	08:31 AM - 02:30 PM	6.00		868400	
Р	Tue	06/16/2020	03:00 PM - 04:00 PM	1.00	COMPTAKEN	868400	
P	Wed	06/17/2020	08:33 AM - 04:02 PM	7.00		868400	
Ρ	Thu	06/18/2020	08:34 AM - 04:04 PM	7.00		868400	
P	Fri	06/19/2020	08:30 AM - 09:15 AM	0.75	COMPTAKEN	868400	
p	Frl	06/19/2020	09:09 AM - 04:04 PM	6.25		868400	
P	Mon	06/22/2020	08:34 AM - 04:03 PM	7,00		868400	
P	Tue	06/23/2020	08:34 AM - 04:00 PM	7.00		868400	
P	Wed	06/24/2020	08:30 AM - 03:30 PM		EMERGENCY LEAVE	868400	
P	Thu	06/25/2020	08:30 AM - 03:30 PM		EMERGENCY LEAVE	868400	
P	Fri	06/26/2020	08:30 AM - 03:30 PM	246.525	EMERGENCY LEAVE	868400	
P		06/29/2020	08:35 AM - 04:00 PM	7.00		868400	
P		06/30/2020	08:30 AM - 10:30 AM		SICK	868400	
Р		06/30/2020	10:31 AM - 04:00 PM	5.00	F1-	868400	
Ρ		06/30/2020	07:30 PM - 08:45 PM		Earned Comp Time Half Hrs	868400	
P		07/01/2020	08:34 AM - 04:00 PM	7.00		868400	
P		07/02/2020	08:30 AM - 04:00 PM	7.00		868400	
Р	Fri	07/03/2020	08:30 AM - 03:30 PM		HOLIDAY	868400	
P		07/06/2020	08:30 AM ~ 08:45 AM		COMPTAKEN	868400	
Ρ		07/06/2020	08:40 AM - 04:00 PM	6.75		868400	
Ρ		07/07/2020	08:30 AM - 04:00 PM	7.00		868400	
P		07/08/2020	08:36 AM - 04:00 PM	7.00		868400	
Р	Thu	07/09/2020	08:34 AM - 04:01 PM	7.00		868400	
P	Fri	07/10/2020	08:33 AM - 04:00 PM	7.00		868400	
P	Mon	07/13/2020	08:32 AM - 04:04 PM	7.00		868400	
Ρ	Tue	07/14/2020	08:32 AM - 04:00 PM	7.00		868400	

ADP

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Prepared On: 12/07/2020 09:42:20 AM

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Date Range: 04/13/2020 - 09/04/2020 and Employee Effective As Qf: 12/07/2020 Company Code: FH0

	st Na	me	First Name	阿斯	Positio	Code. rnu	
bes	Date	CHARLES .	Time In - Out	Hours	Pay Code	Worked Department	Worked Cost Center
Ge	otfryd		Elka		FH0012	236	
Р	Washington.	07/15/2020	08:30 AM - 08:45 AM	0.25	COMPTAKEN	868400	
P		07/15/2020	08:38 AM - 04:04 PM	6.75		868400	
P		07/16/2020	08:37 AM - 04:05 PM	7.00		868400	
Р	Fri	07/17/2020	08:33 AM - 04:06 PM	7.00		868400	
Р		07/20/2020	08:34 AM - 04:07 PM	7,00		868400	
Р		07/21/2020	08:30 AM - 08:45 AM		COMPTAKEN	868400	
P		07/21/2020	08:44 AM - 04:00 PM	6.75		868400	
P		07/22/2020	08:34 AM - 04:00 PM	7.00		868400	
Р		07/23/2020	08;35 AM - 04:00 PM	7.00		868400	
Р	Fri	07/24/2020	08:30 AM - 08:45 AM	0.25	COMPTAKEN	868400	
Р	Fri	07/24/2020	08;41 AM - 04:00 PM	6.75		868400	
Р	Mon	07/27/2020	08:30 AM - 08:45 AM	0.25	COMPTAKEN	868400	
Р	Mon	07/27/2020	08:41 AM - 04:06 PM	6.75		868400	
Ρ	Тие	07/28/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	
P	Wed	07/29/2020	08:28 AM - 04:00 PM	7.00		868400	
P	Thu	07/30/2020	08:28 AM - 04:00 PM	7,00		868400	
P	Fri	07/31/2020	08:30 AM - 09:00 AM	0.50	COMPTAKEN	868400	
P	Fri	07/31/2020	09:00 AM - 04:00 PM	6.50		868400	
P	Mon	08/03/2020	08:30 AM - 10:00 AM	1.50	COMPTAKEN	868400	
Р	Mon	08/03/2020	10:00 AM - 04:02 PM	5.50		868400	
P	Tue	08/04/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Wed	08/05/2020	08:31 AM - 04:03 PM	7.00		868400	
P	Thu	08/06/2020	08:29 AM - 04:00 PM	7.00		868400	
Р	Fri	08/07/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	
P	Mon	08/10/2020	08:30 AM - 12:30 PM	4.00		868400	
Ρ	Mon	08/10/2020	01:00 PM - 02:00 PM	1.00	DOCK TIME HOURS	868400	
Р		08/10/2020	02:00 PM - 04:07 PM	2.00		868400	
P		08/11/2020	08:32 AM - 04:00 PM	7,00		868400	
Р		08/12/2020	08:35 AM - 04:00 PM	7.00		868400	
P		08/13/2020	08:30 AM - 11:30 AM	3.00		868400	
Р		08/13/2020	11:56 AM - 04:00 PM	4.00	EMEDOENOS	868400	
P	Fri	08/14/2020	08:30 AM - 03:30 PM	1.300 - 1.50 - 2.50	EMERGENCY LEAVE	868400	
Р		08/17/2020	08:32 AM - 11:30 AM	3.00	DIDI	868400	
Р		08/17/2020	12:00 PM - 01:45 PM		SICK	868400	
P		08/17/2020	01:45 PM - 04:00 PM	2.25	BLOK	868400	
Р	Tue	08/18/2020	08:33 AM - 11:33 AM	3.00	SICK	868400	

Date Range: 04/13/2020 - 09/04/2020 and Employee Effective As Of : 12/07/2020 Company Code: FH0

14	st Na	me .	First Name		<u>Positio</u>	<u>110</u>	
	Dat	e In	Time In - Out	Hours	Pay Code	Worked Department	Worked Cost Center
G	otfryd		Elka		FH0012	236	
ρ	Tue	08/18/2020	12:00 PM - 03:29 PM	3.50		868400	
P	Tue	08/18/2020	03:29 PM - 03:59 PM	0.50	SICK	868400	
P	Tue	08/18/2020	07:30 PM - 08:15 PM	0.75	Earned Comp Time Half Hrs	868400	
P	Wed	08/19/2020	08:29 AM - 04:00 PM	7.00		868400	
P	Thu	08/20/2020	08:30 AM - 03;30 PM	7.00	EMERGENCY LEAVE	868400	
P	Frí	08/21/2020	08:30 AM - 03:30 PM	7,00	EMERGENCY LEAVE	868400	
Ρ	Mon	08/24/2020	08:29 AM - 04:07 PM	7.00		868400	
P	Tue	08/25/2020	08:35 AM - 04:06 PM	7.00		868400	
P	Wed	08/26/2020	08:30 AM - 04:03 PM	7.00		868400	
P	Thu	08/27/2020	08:30 AM - 04:00 PM	7.00		868400	
P	Fri	08/28/2020	08:29 AM - 04:00 PM	7.00		868400	
Ρ	Mon	08/31/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	
Р	Tue	09/01/2020	08:30 AM - 03:30 PM	7.00	EMERGENCY LEAVE	868400	*
Р	Wed	09/02/2020	08:30 AM - 03:30 PM	7,00	EMERGENCY LEAVE	868400	
P	Thu	09/03/2020	08:30 AM - 03:30 PM	7,00	EMERGENCY LEAVE	868400	
P	Fri	09/04/2020	08:30 AM - 03:30 PM	7.00	SICK	868400	
			Subtotal	737.00			
			Total for FH0	737.00			pull.
				737.00	1		

Date Range: 10/09/2020 - 10/22/2020 and Employee Effective As Of : 11/18/2020 Company Code: FH0

	Date	o In	Time In - Out	Hours	Pay Code	Worked Department	Worked Cost Center
Gc	otfryd		Elka		FH0012	236	11/18/2020 Referred to plangle
P	Fri	10/09/2020	08:31 AM ~ 04:00 PM	7.00		868400	11/18/30
D	Mon	10/12/2020	08:30 AM - 03:30 PM	7.00	HOLIDAY	868400	a of b
Р	Tue	10/13/2020	08:30 AM - 03:30 PM	7.00	SICK	868400	Keferia apla
P	Wed	10/14/2020	08:32 AM - 04:05 PM	7.00		868400	L'and Stair
Р	Thu	10/15/2020	08:34 AM - 04:03 PM	7.00		868400	as a
P	Fri	10/16/2020	08:32 AM - 04:03 PM	7.00		868400	
b	Mon	10/19/2020	08:32 AM ~ 04:05 PM	7.00		868400	
Р	Tue	10/20/2020	08:30 AM - 12:00 PM	3,50		868400	
p	'Tue	10/20/2020	12:30 PM - 04:00 PM	3.50	SICK	868400	
P	Tue	10/20/2020	07:30 PM - 10:20 PM	2.75	Earned Comp Time Half Hrs	868400	
Р	Wed	10/21/2020	08:30 AM - 08:45 AM	0.25	COMPTAKEN	868400	
p	Wed	10/21/2020	08:50 AM - 04:00 PM	6.75		868400	
p	Thu	10/22/2020	08:35 AM - 03:58 PM	7.00		868400	
Р	Thu	10/22/2020	06:00 PM - 07:00 PM	1,00	Earned Comp Time Half Hrs	868400	
			Subtotal	73.75			
			Total for FH0	73.75			
			_				
			Grand Total	73.75			

12/7/2020

PrintTimecardDialog

Printed: Monday, 12/7/2020 , 10:17 AM

Timecard 4/13/2020 - 5/7/2020

Employee: Gotfryd, Elka (FH0012236)

Payroll ID: 012236

Company Code: FH0

Supervisor: Church, Alexandra (FH0011952)

>	w	eek 1	In - Out	Pay Code	Hours	Department	Cost Center	Daily Tota
١	Mon	04/13	08:30 AM - 04:00 PM		7.00	868400		7,00
1	Tue	04/14	08:30 AM - 03:30 PM	PAID FURLOUGH	7.00	868400		7.00
V	Wed	04/15	08:30 AM ~ 04:00 PM		7.00	868400		7.00
7	Thu	04/16	08:30 AM - 03:30 PM	PAID FURLOUGH	7.00	868400		7.00
						Week	1 Totals	28.0
	W	eek 2	In - Out	Pay Code	Hours	Department	Cost Center	Daily Tota
i	Fri	04/17	08:30 AM - 04:00 PM		7.00	868400		7,0
S	Sat	04/18	8		0.00		¥	0.0
S	Sun	04/19	: •		0.00			0.0
P	Mon	04/20	08:30 AM - 04:00 PM		7.00	868400		7.0
τ	Tue	04/21	08;30 AM - 04:00 PM		7.00	868400		7.0
ν	Wed	04/22	08;30 AM - 04;00 PM		7.00	868400	8	7.0
Т	Thu	04/23	08;30 AM - 04:00 PM		7.00	868400		7.0
						Week 2	2 Totals	35,0
	W	eek 3	In - Out	Pay Code	Hours	Department	Cost Center	Daily Total
1	Fri	04/24	08:30 AM - 04:00 PM		7.00	868400		7.00
S	Sat	04/25			0.00			0,0
S	Sun	04/26			0.00			0,0
ň	Mon	04/27	08:30 AM - 04:00 PM		7.00	868400		7,00
1	Tue	04/28	08:30 AM - 04:00 PM		7.00	868400		7,00
٧	Wed	04/29	08:30 AM = 04:00 PM		7.00	868400		7.00
Т	Γhu	04/30	08:30 AM - 04:00 PM		7.00	868400		7.00
						Week 3	Totals	35.00
	We	eek 4	In - Out	Pay Code	Hours	Department	Cost Center	Daily Tota
		05/01	08:30 AM - 04:00 PM		7.00	868400		7.00
F	Frl							
	Frl Sat	05/02	Ť		0.00			0.00
S			*		0.00			0,00

12/7/2020

PrintTimecardDialog

Notes

Row Note: Hours that were not accounted for on April 13, 2020 for Emergency Leave (COVID-19) - 7hrs not charged/submitted for that payroll period, 5/4/2020 - 7hrs Regular - Miller, Tara T - Thu, 5/7/2020 , 01:39 PM

Tue - 05/05

08:30 AM - 03:30 PM

EMERGENCY LEAVE

7.00 868400

7.00

Notes

Row Note: Hours that were not accounted for on April 22, 2020 for Emergency Leave (COVID-19) - 7hrs not charged/submitted for that payroll period. 5/5/2020 - 7hrs Regular - Miller, Tara T - Thu, 5/7/2020 , 01:39 PM

Wed -05/06

M9 08:80 - MA 08:80

EMERGENCY LEAVE

7.00 868400

7.00

Notes

Row Note: Hours that were not accounted for on April 23, 2020 for Emergency Leave (COVID-49) - 7hrs not charged/submitted for that payroll period. 5/6/2020 - 7hrs Regular - Miller, Tara T - Thu, 5/7/2020, 01:39 PM

Thu

05/07

08:30 AM - 04:00 PM

7.00 868400

7.00

Week 4 Totals

35,00

Pay Period Totals

Pay Perlod	133.00
Week 1	28.00
Week 2	35.00
Week 3	35.00
Week 4	35.00

Pay Code Summary

PAY CODE	HOURS
EMERGENCY LEAVE	21,00
PAID FURLOUGH	14.00
REGULAR	98.00
GROSS TOTALS:	133.00
Sunniamental Pay Codes	

Supplemental Pay Codes

Supplemental Pay Code Summary

Supplemental Pay Code considered part of Gross Payroll

Dollars

No data found.

Other Supplemental Pay Codes

Amount

No data found.

X

Supplemental Pay Code Details

Date Pay Code

Entered Amount

Factor

Final Amount

Department

Cost Center

From:

Gotfryd, Elka

Sent:

Thursday, December 03, 2020 11:25 AM

To:

Church, Alexandra; Miller, Tara

Subject:

RE: Late

OK, will do. I'll keep you posted tomorrow. My thinking was if I develop any symptoms that look or smell like COVID, I'll need to get tested as per protocol even though it is unlikely seeing as I've had it already. Being extra cautious considering. Regardless: Hope it doesn't come to that, and hope to see you tomorrow.

From: Church, Alexandra

Sent: Thursday, December 03, 2020 11:14 AM

To: Gotfryd, Elka; Miller, Tara

Subject: RE: Late

Per the most recent memo, I don't have that authorization, only the City Manager does-- our Department was excluded from the standard policy. I will not be able to get the approvals in place by 1 pm, so for today, that will not work. Please reschedule with them until you are feeling well.

Alexandra Church, AJCP Director of Planning and Development City of Newburgh 123 Grand Street Newburgh, NY 12550 o: 845.569.9400 m: 845.863.7775 achurch@cityofnewburgh-ny.gov

Work from home was intended for long-term absences due to COVID or the prevention of COVID.

----Original Message----From: Gotfryd, Elka

Sent: Thursday, December 3, 2020 10:56 AM

To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: RE: Late

Hi again,

Still feeling unwell, now a bit like I might have a bug brewing, but not sure. Probably best to stay home in case it turns into something, and see what happens tomorrow, but I do have some work to do; Ali, is there any chance you could authorize a few hours for me to work from home today based on the most recent memo? I am supposed to be speaking with Ann and Dave from Albany at 1 to continue working on the grant.

Thanks, Elka

From: Miller, Tara

Sent: Thursday, December 03, 2020 8:52 AM

To: Gotfryd, Elka; Church, Alexandra Subject: RE: Late

Thank you.

Tara Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

----Original Message----

From: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Sent: Thursday, December 03, 2020 8:12 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: Late

Good morning,

Waiting for a headache to pass and will then be in. I also have an appointment this afternoon and will need to leave at 3. I'll submit a slip for both when I arrive.

Thank you for understanding,

Elka

From: Sent: Church, Alexandra

Sent:

Friday, December 04, 2020 10:00 AM

Miller, Tara

Subject:

FW: December 28-29: Request for Time Off

12/4/2020 Campteine 5,000m (4,000 12/20,12/20) 5 avail 9 has doe Rod

From: Church, Alexandra

Sent: Monday, November 30, 2020 11:18 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley <\$Merritt@cityofnewburgh-ny.gov>; Rauchet, Mike <MRauchet@cityofnewburgh-ny.gov>

Subject: Re: December 28-29: Request for Time Off

Just put in a slip.

Get Outlook for Android

From: Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov >

Sent: Monday, November 30, 2020 11:14:11 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>; Rauchet, Mike <MRauchet@cityofnewburgh-ny.gov>

Subject: December 28-29: Request for Time Off

Dear Ali,

For personal reasons (the future in-laws are visiting), I would like to request time off on Monday, December 28 and Tuesday, December 29. I will use whatever Comp Time available to me, and request Unpaid Time Off for the remainder, considering I will not have enough Comp hours to cover a full two days.

Please let me know if you need anything else from me to formalize this request.

Thank you for your consideration, Best,

Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381 Fax; (845) 569-0188

EGotfryd@cityofnewburgh-ny.gov

From:

Miller, Tara

Sent:

Wednesday, November 18, 2020 2:36 PM

To: Subject: Church, Alexandra; Gotfryd, Elka RE: Yesterday's clocked time

Thank you.

Sara Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Sent: Wednesday, November 18, 2020 2:25 PM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: Yesterday's clocked time

Comptrollers office is in a training. We will get clarification in the AM.

From: Gotfryd, Elka

Sent: Wednesday, November 18, 2020 2:10 PM To: Miller, Tara < TMiller@cityofnewburgh-ny.gov>

Cc: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: RE: Yesterday's clocked time

Thanks Tara,

There was another time, I believe it was last week, when I submitted a slip similar to yesterday's. The one to which you are referring must have been on a day when I took an early lunch. Regardless, the issue stands: I am entitled, by contract, to thirty minutes lunch time, and I would greatly appreciate any accommodation. Perhaps there is a possibility to include the extra half hour on the slip as some other type of Paid Leave, if lunch is not an option?

Thank you, Elka

From: Miller, Tara

Sent: Wednesday, November 18, 2020 2:06 PM

To: Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov >
Cc: Church, Alexandra < achurch@cityofnewburgh-ny.gov >

Subject: RE: Yesterday's clocked time

Good Afternoon Elka,

With regards to your issue, please be advised on Tuesday, October 10th, 2020 you put in a LOA Slip for 3.50hrs Sick, You clocked out at 12:30 p.m. which supports my explanation to you earlier about the time you clocked out yesterday. November 17th, 2020 at 12:02 PM. Therefore justifying your time to be adjusted to the 4.00hrs and not 3.50hrs.

I am here to further assist you if you should have any other questions and or concerns.

Thank you.

Tara Miller City of Newburgh Department of Planning and Development City Hall - 83 Broadway Newburgh, NY 12550 p/(845) 569-9400 f/(845) 569-9700 tmiller@cityofnewburgh-ny.gov

From: Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>

Sent: Wednesday, November 18, 2020 1:11 PM To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Cc: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: Yesterday's clocked time

Hi Ali,

Slight issue with my time off yesterday afternoon - I had clocked out at noon, with the intention of tacking on my lunch break to my appointment, so I filled out a form saying I'd be gone 3.5 hours, while leaving at noon. Tara mentioned to me that the system will automatically dock 4 hours, and asked that I adjust my time slip accordingly, because it doesn't differentiate whether I've taken lunch or not. Is there a way to reconcile the difference? I've done this in the past, so was operating with the understanding that there would be no issue considering I've tacked on lunch to an afternoon leave before.

Please let me know if there's any other clarification you need from me at this time.

Thanks, Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381 Fax: (845) 569-0188

EGotfryd@cityofnewburgh-ny gov

From:

Gotfryd, Elka

Sent:

Thursday, November 19, 2020 9:43 AM

To:

Church, Alexandra; Miller, Tara

Subject:

RE: Time this week

Thanks Ali.

Removing Stan and Mike at this point.

Tara, I'd like to report that the time I worked on Tuesday evening was from 7:30 to 8:30 PM, for this month's Planning Board.

Thank you,

Elka

From: Church, Alexandra

Sent: Thursday, November 19, 2020 9:39 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>; Rauchet, Mike <MRauchet@cityofnewburgh-ny.gov>

Subject: RE: Time this week

AS directed below, and is the standard practice for all employees in P&D, please give Tara (copying me) the hours you worked, immediately following the close of those hours, or clock in and out if those hours are in a City building with a timeclock. Please do so immediately, as the hours were earned on Tuesday and as noted earlier, payroll is due this morning.

Alexandra Church, AICP

Director of Planning and Development City of Newburgh 123 Grand Street Newburgh, NY 12550 o: 845,569,9400 m: 845.863.7775

achurch@cityofnewburgh-ny.gov

Ali

From: Gotfryd, Elka

Sent: Thursday, November 19, 2020 9:33 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov> Cc: Merritt, Stanley < Merritt@cityofnewburgh-ny.gov >; Rauchet, Mike < MRauchet@cityofnewburgh-ny.gov >

Subject: RE: Time this week

Thanks Ali-Noted.

With regards to this week's additional time worked, what would you recommend in the meantime?

Thanks again, Elka

From: Church, Alexandra

Sent: Thursday, November 19, 2020 9:27 AM

To: Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara < TMiller@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley < Merritt@cityofnewburgh-ny.gov>; Rauchet, Mike < MRauchet@cityofnewburgh-ny.gov>

Subject: RE: Time this week

Elka,

If you believe there is a contract violation, please follow the contract process to address such issues.

Best,

Alexandra Church, AICP
Director of Planning and Development
City of Newburgh
123 Grand Street
Newburgh, NY 12550
o: 845.569.9400
m: 845.863.7775

achurch@cityofnewburgh-ny.gov

From: Gotfryd, Elka

Sent: Thursday, November 19, 2020 9:07 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara Tmiller@cityofnewburgh-ny.gov>; Rauchet, Mike Merritt, Stanley SMerritt@cityofnewburgh-ny.gov>; Rauchet, Mike Merritt@cityofnewburgh-ny.gov>

Subject: RE: Time this week

Thanks Ali,

Understood re: the system automatically charging time that is appropriate.

After a conversation with Mike (ec'd), I understood that call-back is related to any work where an employee leaves and returns (as opposed to overtime, which he says is either a continuation of a day of work, or work on an additional day). He noted that there is no classification in the contract denoting whether a task is emergency or not. It made sense to me especially because we never know in advance how long a planning board meeting will be; we generally make ourselves available for the entire evening, from 7:30 onward.

Thank you, Elka

From: Church, Alexandra

Sent: Thursday, November 19, 2020 9:03 AM

To: Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara < TMlller@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley < SMerritt@cityofnewburgh-nv.gov>

Subject: RE: Time this week

So in this instance, the correct request should be:

Tara (copying Ali),

I worked the Planning Board meeting last night from 7:30-8:30.

Then Tara will key in 7:30-8:30 and the ADP system calculates that it was time in excess of your 7, on a non-Holiday, non-Sunday, therefore you are entailed to earn that hour at 1.5 your rate. It will show up on your paystub, as either earned Comp or earned Overtime, at the correct rate.

-Alj

From: Gotfryd, Elka

Sent: Thursday, November 19, 2020 8:45 AM

To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: Time this week

Hi Tara,

As per Ali's previous email, I'd like to clarify that I was not aware lunch could be tacked on to the rest of my time out of the office this Tuesday. I am now clear on this, so from now on will make sure to take my lunch separately from any other leave. I appreciate your adjusting this week's time to accommodate my misunderstanding, and to adjust my time to exclude the half hour I took for lunch.

I'd also like to submit my time at the Planning Board meeting this week. It has recently been brought to my attention that Board meetings are considered "Call-Back Pay", rather than Overtime Pay. I am thereby requesting the four hours, at time and a half, outlined in that clause of the contract, for a total of six hours of Comp time. The meeting began at 7:30 PM.

Thank you,

Elka

Elka Gotfryd "
Urban Planner
City of Newburgh
123 Grand Street
Newburgh, NY 12550
Phone: (845) 569-7381
Fax: (845) 569-0188
EGotfryd@cityofnewburgh-ny.gov

From:

Church, Alexandra

Sent:

Thursday, November 19, 2020 9:27 AM

To: Cc: Gotfryd, Elka; Miller, Tara Merritt, Stanley; Rauchet, Mike

Subject:

RE: Time this week

Elka,

If you believe there is a contract violation, please follow the contract process to address such issues.

Best,

Alexandra Church, AICP
Director of Planning and Development
City of Newburgh
123 Grand Street
Newburgh, NY 12550
o: 845.569.9400
m: 845.863.7775

achurch@cityofnewburgh-ny.gov

From: Gotfryd, Elka

Sent: Thursday, November 19, 2020 9:07 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov> Cc: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>; Rauchet, Mike <MRauchet@cityofnewburgh-ny.gov>

Subject: RE: Time this week

Thanks Ali,

Understood re: the system automatically charging time that is appropriate,

After a conversation with Mike (cc'd), I understood that call-back is related to any work where an employee leaves and returns (as opposed to overtime, which he says is either a continuation of a day of work, or work on an additional day). He noted that there is no classification in the contract denoting whether a task is emergency or not. It made sense to me especially because we never know in advance how long a planning board meeting will be; we generally make ourselves available for the entire evening, from 7:30 onward.

Thank you, Elka

From: Church, Alexandra

Sent: Thursday, November 19, 2020 9:03 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>

Subject: RE: Time this week

So in this instance, the correct request should be:

Tara (copying Ali),

I worked the Planning Board meeting last night from 7:30-8:30.

Then Tara will key in 7:30-8:30 and the ADP system calculates that it was time in excess of your 7, on a non-Holiday, non-Sunday, therefore you are entailed to earn that hour at 1.5 your rate. It will show up on your paystub, as either earned Comp or earned Overtime, at the correct rate.

-Ali

From: Gotfryd, Elka

Sent: Thursday, November 19, 2020 8:45 AM

To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: Time this week

Hi Tara,

As per Ali's previous email, I'd like to clarify that I was not aware lunch could be tacked on to the rest of my time out of the office this Tuesday. I am now clear on this, so from now on will make sure to take my lunch separately from any other leave. I appreciate your adjusting this week's time to accommodate my misunderstanding, and to adjust my time to exclude the half hour I took for lunch.

I'd also like to submit my time at the Planning Board meeting this week. It has recently been brought to my attention that Board meetings are considered "Call-Back Pay", rather than Overtime Pay. I am thereby requesting the four hours, at time and a half, outlined in that clause of the contract, for a total of six hours of Comp time. The meeting began at 7:30 PM.

Thank you,

Elka

Elka Gotfryd
Urban Planner
City of Newburgh
123 Grand Street
Newburgh, NY 12550
Phone: (845) 569-7381
Fax: (845) 569-0188
EGotfryd@cityofnewburgh-ny.gov

11/18/2020

PrintTimecardDialog

Printed: Wednesday, 11/18/2020 , 12:53 PM

Timecard 11/6/2020 - 11/19/2020 (Current Pay Period)

Employee: Gotfryd, Elka (Fl·10012236)

Company Code: FH0 Payroll ID: 012236

Supervisor: Church, Alexandra (FH0011952)

Timecard Approval: Not Approved

>	W	eek 1	In - (Out	Pay Code	Hours	Department	Cost Center	Daily Totals
	Fri	11/06	- MA EE:80	04:00 PM ⁻¹		7.00	868400		7.00
Note	s								
Ou	l Time N	Note: 4:21	PM - A Church -	- Miller, Tara T	Mon, 11/9/2020 , 02:35 F	PM			
	Sat	11/07				0.00	868400		0.00
	Sun	11/08	-			0.00	868400		0.00
	Mon	11/09	08:35 AM	02:45 PM		6.25	868400		
		11/09	03:15 PM -	04;00 PM	SICK	0.75	868400		7.00
	Tue	11/10	08:35 AM -	04:02 PM		7.00	868400		7.00
	Wed	11/11	08:30 AM -	03:30 PM	HOLIDAY	7.00	868400		7.00
	Thu	11/12	- MA 0E:80	08:45 AM ⁻¹	DOCK TIME HOURS	0.25	868400		
Note	5								
Ou	t Time N	Note: Cloc	ked in late and	didn't call - Mil	ler, Tara T - Fri, 11/13/2020	, 09:23 AM			
		11/12	08:38 AM -	04:00 PM ^[]		6.75	868400		7.00

Notes

Out Time Note: 4:09 PM - A Church - Miller, Tara T - Frl, 11/13/2020 , 09:15 AM

							Week 1	Totals	35.00
>	W	eek 2	In	- Out	Pay Code	Hours	Department	Cost Center	Daily Totals
	Fri	11/13	08:28 AM	- 04:01 PM		7.00	868400		7.00
	Sat	11/14		Ne ·		0.00	868400		0,00
	Sun	11/15		*		0.00	868400		0.00
	Mon	11/16	08:33 AM	- 04:02 PM		7,00	869400		7.00
	Tue	11/17	08:35 AM	- 12:02 PM		3.50	868400		3.50
	Wed	11/18	08:31 AM	**		0.00	868400		0.00
	Thu	11/19				0.00	868400		0.00
							Week 2	? Totals	17.50

Pay Period Totals

Pay Period	52.50					
Week 1	35.00		U)	-		

1/18/2020	PrintTimecardDialog	
Week 2 17.50		
ay Code Summary		
PAY CODE		HOURS
DOCK TIME HOURS	ille de la précise d'altre	0.25
HOLIDAY		7.00
REGULAR		44,50
SICK		0.75
GROSS TOTALS:		52.50
upplemental Pay Codes		
upplemental Pay Code Summa	у	
	Supplemental Pay Code considered part of Gross Payroll	Dollars
No data found.		×
	Other Supplemental Pay Codes	Amount
No data found,		×
upplemental Pay Code Details		
Date Pay Code	Entered Amount Final Amount Factor (\$) (Units) (\$) (Units)	Department Cost Center
No data found,		×

9/24/2020

PrintTimecardDialog

Printed: Thursday, 9/24/2020 , 03:34 PM

Timecard 9/11/2020 - 9/24/2020 (Current Pay Period)

Employee: Gotfryd, Elka (FH0012236)

Payroll ID: 012236

Company Code: FH0

Supervisor: Church, Alexandra (FH0011952)

Timecard Approval: Not Approved

>	w	eek 1	Ir	- Out	Pay Code	Hours	Department	Cost Center	Daily Totals
	FrI	09/11	08:25 AM	- 04:05 PM		7.00	868400		7.00
	Sat	09/12				0.00	868400		0,00
	Sun	09/13				0.00	868400		0.00
	Mon	09/14	08:31 AM	- 04:01 PM		7.00	868400		7.00
	Tue	09/15	08:30 AM	- 04:03 PM		7.00	868400		7.00
	Wed	09/16	MA 08:80	- 04:00 PM →		7.00	868400		7.00
Note									
Ou	t Time N	lote: 4:11 P	M - A Church	n - Miller, Tara T	- Fri, 9/18/2020 , 03:	50 PM			
	Thu	09/17	08:31 AM	- 02:20 PM		5.75	868400		
		09/17	02:50 PM	- 04:05 PM	SICK	1.25	868400		7.00
							Week 1	Totals	35.00
>	W	eek 2	In	- Out	Pay Code	Hours	Department	Cost Center	Dally Totals
	Fri	09/18	08:32 AM	- 01:31 PM		5,00	868400		5,00
	Sat	09/19		-		0.00	868400		0.00
	Sun	09/20		-		0.00	868400		0,00
	Mon	09/21		*		0.00	868400		
		09/21	04:02 PM	- 08:30 AM		16.50	868400		16.50
	Tue	09/22		2		0.00	868400		
		09/22	04:00 PM	- 08:29 AM		16.50	868400		16.50
	Wed	09/23				0.00	868400		
		09/23	04:15 PM	- 08:32 AM		15,75	868400		15.75
	Thu	09/24					868400		0.00
							Week 2	Totals	53.75

Pay Period Totals

Pay Period	88.75			
Week 1	35.00			

9/24/2020		PrintTime	cardDialog			
Week 2 53.75						
Pay Code Summar	<i>¥</i>					
PAY CODE				HOURS		
OVERTIME				27.75		
REGULAR				59.75		
SICK				1,25		
GROSS TOTALS:				88.75		
Supplemental Pay	Codes					
Supplemental Pay Code	Summary					
	Supplemental Pay Code of	onsidered part of Gro	ss Payroll	Dollars		
No data found	1.			×		
	Other Supplemental Pay Codes					
 No data found 	1			×		
Supplemental Pay Code	Details					
Date Pay Cod	Entered Amount e (\$) (Units)	Factor (\$)		partment Cost Center		
No data found	i.			×		
Totals:	0.00	0.	00			

From:

Miller, Tara

Sent:

Friday, September 11, 2020 8:42 AM

To:

Church, Alexandra; Gotfryd, Elka; Merritt, Stanley

Cc:

Crispino, Nicholas

Subject:

RE: This morning's arrival

Thank you.

Tana Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 5:54 PM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Merritt, Stanley

<SMerritt@cityofnewburgh-ny.gov>

Cc: Crispino, Nicholas < NCrispino@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Elka,

You clocked in late this morning. AS a courtesy, I offered to adjust the time based on your request, noting that you tried to call. But you were still late. Per your contract and the letter provided to you, along with continued guidance from me, any time after 8:30 is late. Thank you for your understanding.

Alexandra Church, AICP
Director of Planning and Development
City of Newburgh
123 Grand Street
Newburgh, NY 12550
o: 845.569.9400
m: 845.863.7775

achurch@cityofnewburgh-ny.gov

From: Gotfryd, Elka

Sent: Thursday, September 10, 2020 2:08 PM

To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

All,

In my correspondence with Nick, he sent me a record of my attempts to enter this morning. Considering the two minutes seem to be critical, I thought I should let you know, and have on record, that the first attempt was at 8:30:35.

Thanks, Elka

From: Miller, Tara

Sent: Thursday, September 10, 2020 11:25 AM

To: Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>; Church, Alexandra < achurch@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Confirmed Ali.

Thank you,

Tana Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny:gov

From: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:16 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

For the record, I tried the card a few times, waited, and tried again before I bothered with calling. If there's a camera outside I'm pretty confident you'd see my arrival on time. Regardless, thanks and I'll reach out to Joe.

From: Church, Alexandra

Sent: Thursday, September 10, 2020 11:13 AM

To: Miller, Tara < TMiller@cityofnewburgh-ny.gov>; Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Also, there is a missed call at 8:32, so Tara please adjust Elka's arrival time to 8:32.

From: Miller, Tara

Sent: Thursday, September 10, 2020 11:10 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Thank you.

Gara Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh_ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:09 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Please email Joe Falcone the number that is on your keycard, and he will reset it.

From: Gotfryd, Elka

Sent: Thursday, September 10, 2020 10:46 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: This morning's arrival

Hi Ali and Tara,

Wanted to let you know that I arrived this morning just as the clock turned to 8:30, but my key card wasn't working. I will get in touch with Nick to see what the issue was. I tried calling the 9400 number but there was no answer; Omar came in a few minutes later and I was able to enter the building with him.

Thank you, Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381 Fax: (845) 569-0188 EGotfryd@cityofnewburgh-ny.gov

From:

Gotfryd, Elka

Sent: To: Subject: Thursday, September 10, 2020 2:08 PM

Miller, Tara; Church, Alexandra RE: This morning's arrival

Ali,

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Thanks, Elka

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To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Confirmed Ali.

Thank you,

Tana Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Gotfryd, Elka <EGotfryd@cityoInewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:16 AM

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Subject: RE: This morning's arrival

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From: Church, Alexandra

Sent: Thursday, September 10, 2020 11:13 AM

To: Miller, Tara < TMiller@cityofnewburgh-ny.gov>; Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Also, there is a missed call at 8:32, so Tara please adjust Elka's arrival time to 8:32.

From: Miller, Tara

Sent: Thursday, September 10, 2020 11:10 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Thank you.

Tana Miller.
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:09 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

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Subject: This morning's arrival

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Thank you, Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381 Fax: (845) 569-0188

EGotfryd@cityofnewburgh-ny.gov

From:

Church, Alexandra

Sent:

Thursday, September 10, 2020 11:21 AM

To:

Miller, Tara

Subject: Attachments: RE: This morning's arrival MVIMG_20200910_110501.jpg

From: Church, Alexandra

Sent: Thursday, September 10, 2020 11:13 AM

To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

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Sent: Thursday, September 10, 2020 11:10 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Thank you.

Tara Miller

City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:09 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Please email Joe Falcone the number that is on your keycard, and he will reset it.

From: Gotfryd, Elka

Sent: Thursday, September 10, 2020 10:46 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: This morning's arrival

Hi Ali and Tara,





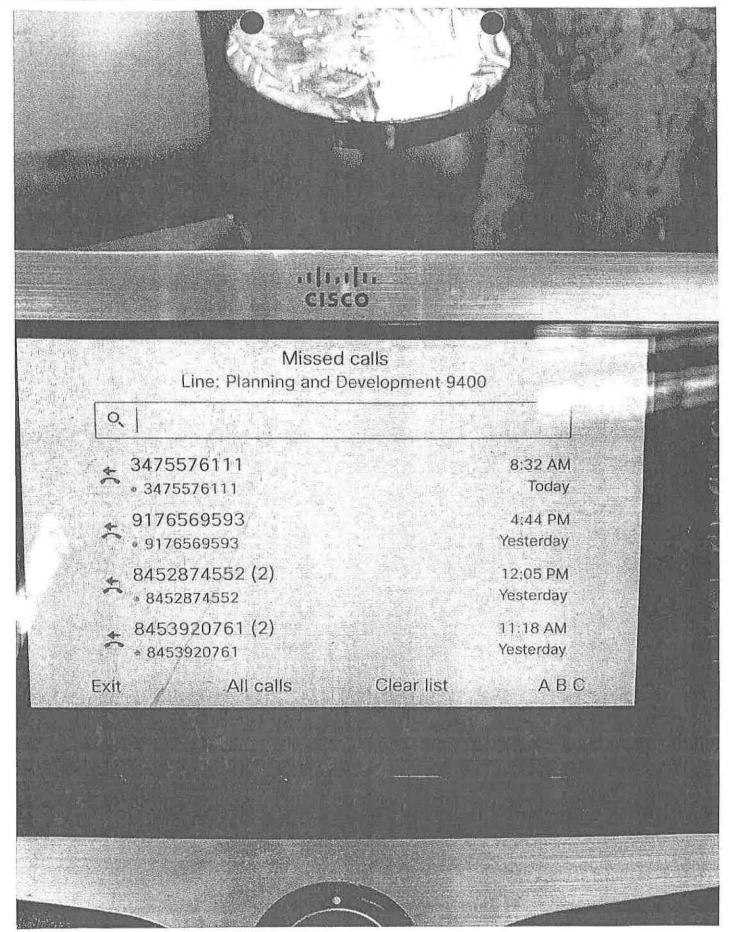
Wanted to let you know that I arrived this morning just as the clock turned to 8:30, but my key card wasn't working. I will get in touch with Nick to see what the issue was. I tried calling the 9400 number but there was no answer; Omar came in a few minutes later and I was able to enter the building with him.

Thank you, Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381

Fax: (845) 569-0188

EGotfryd@cityofnewburgh-ny.gov



From:

Miller, Tara

Sent:

Thursday, September 10, 2020 11:25 AM

To:

Gotfryd, Elka, Church, Alexandra

Subject:

RE: This morning's arrival

Confirmed Ali.

Thank you,

Taxa Miller

City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700

tmiller@cityofnewburgh-ny.gov

From: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:16 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

For the record, I tried the card a few times, waited, and tried again before I bothered with calling. If there's a camera outside I'm pretty confident you'd see my arrival on time. Regardless, thanks and I'll reach out to Joe.

From: Church, Alexandra

Sent: Thursday, September 10, 2020 11:13 AM

To: Miller, Tara < TMiller@cityofnewburgh-ny.gov>; Gotfryd, Elka < EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Also, there is a missed call at 8:32, so Tara please adjust Elka's arrival time to 8:32.

From: Miller, Tara

Sent: Thursday, September 10, 2020 11:10 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Thank you.

Tara Miller

City of Newburgh

Department of Planning and Development

City Hall - 83 Broadway

Newburgh, NY 12550 p/(845) 569-9400 f/(845) 569-9700 tmiller@cityofnewburgh-ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-nv.gov>

Sent: Thursday, September 10, 2020 11:09 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Please email Joe Falcone the number that is on your keycard, and he will reset it.

From: Gotfryd, Elka

Sent: Thursday, September 10, 2020 10:46 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: This morning's arrival

Hi Ali and Tara,

Wanted to let you know that I arrived this morning just as the clock turned to 8:30, but my key card wasn't working. I will get in touch with Nick to see what the issue was. I tried calling the 9400 number but there was no answer; Omar came in a few minutes later and I was able to enter the building with him.

Thank you, Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381

Fax: (845) 569-0188

EGotfryd@cityofnewburgh-ny.gov

From:

Miller, Tara

Sent:

Thursday, September 10, 2020 11:10 AM

To:

Church, Alexandra; Gotfryd, Elka

Subject:

RE: This morning's arrival

Thank you.

Jara Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Sent: Thursday, September 10, 2020 11:09 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: This morning's arrival

Please email Joe Falcone the number that is on your keycard, and he will reset it.

From: Gotfryd, Elka

Sent: Thursday, September 10, 2020 10:46 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: This morning's arrival

Hi Ali and Tara,

Wanted to let you know that I arrived this morning just as the clock turned to 8:30, but my key card wasn't working. I will get in touch with Nick to see what the issue was. I tried calling the 9400 number but there was no answer; Omar came in a few minutes later and I was able to enter the building with him.

Thank you, Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381 Fax: (845) 569-0188

EGotfryd@cityofnewburgh-ny.gov

From:

Church, Alexandra

Sent:

Tuesday, September 08, 2020 11:44 AM

To:

Gotfryd, Elka

Cc:

Merntt, Stanley; Miller, Tara

Subject:

RE: Doctor's Note

Excellent, thank you.

Alexandra Church, AJCP
Director of Planning and Development
City of Newburgh
123 Grand Street
Newburgh, NY 12550
o: 845.569.9400
m: 845.863.7775
achurch@cityofnewburgh-ny.gov

From: Gotfryd, Elka

Sent: Tuesday, September 8, 2020 11:27 AM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>

Subject: RE: Doctor's Note

Hi Ali.

This is the first time I am being notified of a requirement for a doctor's note for my leave last week.

I requested last week's emergency leave before our meeting with Stan. At no point was I instructed to get a doctor's note for use of emergency leave, including last week. The only instruction I received from you prior to last week was to make sure I notify you in advance for any leave of more than 3 days.

I do, however, recall Stan recommending I get a doctor's note for any lates I may have moving forward due to COVID-related symptoms; I will get you the note from my doctor regarding these symptoms and potential impacts on work ASAP. I will ask that this letter also refer retroactively to last week's leave.

Thank you, Elka

From: Church, Alexandra

Sent: Tuesday, September 8, 2020 11:17 AM

To: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Cc: Merritt, Stanley < Merritt@cityofnewburgh-ny.gov>; Miller, Tara < TMiller@cityofnewburgh-ny.gov>

Subject: Doctor's Note

Elka,



Alexandra Church, AICP
Director of Planning and Development
City of Newburgh
123 Grand Street
Newburgh, NY 12.550
o: 845.569.9400
m: 845 863.7775
achurch@cityofnewburgh-ny.gov

From:

Merritt, Stanley

Sent:

Friday, August 21, 2020 11:55 AM

To:

Church, Alexandra; Miller, Tara; Kelson, Michelle

Subject:

RE: Leave

Thank you.

Stan Merritt, MPA
Human Resources Administrator
City of Newburgh
83 Broadway
Newburgh, NY 12550
(845) 569-7356 phone
(845) 569-7490 fax
smerritt@cityofnewburgh-ny.gov

From: Church, Alexandra

Sent: Friday, August 21, 2020 11:54 AM

To: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>; Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Kelson,

MIchelle <MKelson@cityofnewburgh-ny.gov>

Subject: RE: Leave

She has provided no more information than what we have provided you all with.

From: Merritt, Stanley

Sent: Friday, August 21, 2020 11:25 AM

To: Miller, Tara <TMiller@cityofnewburgh-ny.gov>; Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Kelson,

Michelle < MKelson@cityofnewburgh-ny.gov>

Subject: RE: Leave

I take it she has not put in a slip for the week off she referenced in her email?

Thanks,

Stan Merritt, MPA
Human Resources Administrator
City of Newburgh
83 Broadway
Newburgh, NY 12550
(845) 569-7356 phone
(845) 569-7490 fax
smerritt@cityofnewburgh-ny.gov

SHOW THE STATE OF THE STATE OF

From: Miller, Tara

Sent: Friday, August 21, 2020 9:05 AM

To: Merritt, Stanley < SMerritt@cityofnewburgh-ny.gov >; Church, Alexandra < achurch@cityofnewburgh-ny.gov >; Kelson,

Michelle < MKelson@cityofnewburgh-nv.gov>

Subject: RE: Leave

Good Morning,

Please find the following LOA Slip.

Thank you.

Sara Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Merritt, Stanley <SMerritt@cityofnewburgh-ny.gov>

Sent: Wednesday, August 19, 2020 3:26 PM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Kelson, Michelle <MKelson@cityofnewburgh-ny.gov>

Cc: Miller, Tara < TMiller@cityofnewburgh-ny.gov>

Subject: RE: Leave

Ali/Tara, please provide the actual leave slips.

Thanks.

Stan Merritt, MPA
Human Resources Administrator
City of Newburgh
83 Broadway
Newburgh, NY 12550
(845) 569-7356 phone
(845) 569-7490 fax
smerritt@cityofnewburgh-ny.gov

From: Church, Alexandra

Sent: Wednesday, August 19, 2020 2:30 PM

To: Merritt, Stanley <<u>SMerritt@cityofnewburgh-ny.gov</u>>
Cc: Miller, Tara <<u>TMiller@cityofnewburgh-ny.gov</u>>

Subject: FW: Leave

Ms Gotfryd has requested a series of Medical leaves. Please let us know whether we should be requesting any documentation.

Ali

Alexandra Church, AICP
Director of Plauning and Development
City of Newburgh
123 Grand Street
Newburgh, NY 12550

o: 845,569,9400 m: 845,863,7775 achurch@cityofnewburgh-ny.gov

From: Miller, Tara

Sent: Wednesday, August 19, 2020 2:27 PM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>

Subject: FW: Leave

Good Afternoon All,

Due to this request, will paperwork be required, especially for the week of September 1st and as for docked pay, sick time would have to be used first because she has the hours available, 34.85hrs.

Not only that, but would this be considered 'medical leave'.

Please advise, thank you.

Jara Miller
City of Newburgh
Department of Planning and Development
City Hall – 83 Broadway
Newburgh, NY 12550
p/(845) 569-9400
f/(845) 569-9700
tmiller@cityofnewburgh-ny.gov

From: Gotfryd, Elka <EGotfryd@cityofnewburgh-ny.gov>

Sent: Wednesday, August 19, 2020 2:02 PM

To: Church, Alexandra <achurch@cityofnewburgh-ny.gov>; Miller, Tara TMIller@cityofnewburgh-ny.gov

Subject: Leave

HI Ali and Tara,

I have just confirmed appointments for tomorrow and Friday, so will take emergency leave for both of those days.

I believe after those two days I will have 4 emergency leave days remaining. Ali, as per our conversation this morning, I will use those 4 days the week of September 1st for medical leave. With your approval, I will take an additional day docked pay that week in order to have the full week for recovery. Please confirm receipt and approval when you have the chance.

Thank you for your understanding.

Best,

Elka

Elka Gotfryd Urban Planner City of Newburgh 123 Grand Street Newburgh, NY 12550 Phone: (845) 569-7381 Fax: (845) 569-0188 EGotfryd@cityofnewburgh-ny.gov